



## Pregnancy, Maternity & Paternity Policy For UCO Students



**Core Documentation Cover Page**

# Pregnancy, Maternity & Paternity Policy for UCO Students

Version number	Dates produced and approved (include committee)	Reason for production/ revision	Author	Location(s)	Proposed next review date and approval required
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### Equality Impact

Positive equality impact (i.e. the policy/procedure/guideline significantly reduces inequalities)	X
Neutral equality impact (i.e. no significant effect)	
Negative equality impact (i.e. increasing inequalities)	

**If you have any feedback or suggestions for enhancing this policy, please email your comments to: [quality@uco.ac.uk](mailto:quality@uco.ac.uk)**

## PREGNANCY, MATERNITY & PATERNITY POLICY FOR UCO STUDENTS

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## 1. SCOPE

- 1.1 This policy is a guide for students registered with the University College of Osteopathy (UCO) who find themselves pregnant whilst studying at the UCO and for students whose partners are pregnant. It includes advice on who they should talk to, including external advisory agencies, and a pregnancy and maternity support form.

## 2. PREGNANCY, MATERNITY & PATERNITY ADVICE FOR THOSE STUDYING AT THE UCO

- 2.1 The purpose of this document is to ensure that if you become pregnant while you are a student at the British UCO of Osteopathy, you know where to seek advice about your own health, the health of your child, the management of your course and any benefits and services available to you. Advice and support is also available for students' partners and students whose partners are expectant.

## 3. EARLY ACTION

- 3.1 It is important to obtain sound advice as soon as you know you are pregnant. Delay can cause problems later on, whether you are considering a termination or a continuation of the pregnancy. If you believe you are pregnant because of missed periods or because you have used an 'over the counter' pregnancy test, you should have your pregnancy confirmed by a doctor as soon as possible. If you are not from London you should register with a local doctor; the Student Support Manager can advise you on how to do this.
- 3.2 Confidential advice can be obtained from the Student Support Manager based in the Student Support Department, room 3.06. If you prefer to go outside the UCO for advice, there are a number of agencies that you can visit, including the Marie Stopes Foundation (see further sources of advice for more details)

## 4. YOUR FUTURE PLANS AND ACTION

- 4.1 If you make the decision to terminate your pregnancy there is no need for any staff or students at the UCO to know, but if you are away from classes you should let either the Student Support Manager or the Academic Registrar know that you are unwell. A note from a doctor should be provided to justify your absence but this does not have to specify the exact reason. You may also want to seek support to help you cope with this, from the UCO Counsellor (room 3.12) or other specialist services outside UCO.
- 4.2 If you continue with your pregnancy your doctor will arrange for you to be registered for ante-natal care. It is very important that you let the Student Support Manager know this as soon as possible. The reasons for doing this are to make the best plans for how you will be able to continue the course and take part in examinations, and also to ensure any special measures needed for your safety and the safety of your child. The Student Support Manager will liaise with your Course Leader and the Registrar to ensure you are supported through out your pregnancy and upon your return.

## 5. RISK ASSESSMENTS

- 5.1 Once you have informed the Student Support Manager they, and your Course Leader, will complete a Pregnancy and Maternity Support form with you, to identify any relevant risks which might occur, such as in technique classes or at out-reach clinics, and manage these risks for your protection. The main risks are associated with physical activity. The Student Support Manager may contact the UCO Health & Safety Officer when completing the risk assessment. Your Pregnancy and Support form will be reviewed at stages throughout your pregnancy and both you and the Student Support Manager will hold a copy of what has been agreed and discussed.

## 6. PLANNING AHEAD

- 6.1 You will also need to plan with your Course Leader the impact of your pregnancy on your course and your ability to study. You are entitled to interrupt your course of study because of pregnancy and it is important to make a plan to take account both of the academic requirements of the course and your needs as a pregnant mother.
- 6.2 You will be expected not to attend the UCO for two weeks after birth. Normally, the maximum period of interruption allowed is one year.
- 6.3 You will need to plan according to your individual circumstances and the timing of the academic year. For example, for a baby due in July there need not be an interruption of studies but for a baby due in January the best option may be to suspend for a full academic year (January to January). If your baby is due near to or during an examination period you should seek advice from your GP, as the UCO may need confirmation that you are able to sit the exams.
- 6.4 Students attending ante-natal clinics should email the Class Absence or Clinic Absence FirstClass conferences to advise that they are unable to attend due to this.
- 6.5 When the time is right, the Student Support Manager will also help you complete a 'Suspension of Studies Form', which is required to notify the Registrar and the UCO Finance Department, that you are officially on 'time out'.

## 7. PATERNITY LEAVE

- 7.1 Students whose partners are pregnant may similarly apply to the Registrar for interruptions to cover the birth of their partner's child. They should also email the Class Absence or Clinic Absence FirstClass conferences to advise of attendance at ante-natal clinics with their partner. Paternity absence is generally authorised for two weeks after the birth date.

## 8. FINANCE

- 8.1 Your student loan can continue for up to 60 days from the beginning of any interruption of study. If you decide to take time out you will need to inform Student Finance England (if applicable) of your change of circumstances. The Student Support Manager can advise you on how to do this.

- 8.2 You will also need to apply for maternity benefit and information about this can be obtained through your ante-natal clinic, from the internet and your local Job Centre Plus. See below for information on benefits that can be claimed by students with dependants. Graduate students in receipt of Research Council or other awards should contact the sponsor and make arrangements for the suspension of the award during the period of interruption.

## 9. OVERSEAS STUDENTS

- 9.1 Overseas students are unlikely to be entitled to maternity benefit and the UCO recommends that they should return home unless they have sufficient funds to remain in the UK. Overseas students who have financial sponsors must inform the sponsors of their circumstances and agree an appropriate plan of action. Overseas students who return home for the birth of the child should note that certain airlines will not carry pregnant passengers after 7 months of pregnancy have elapsed.
- 9.2 Please see the following link for more information:  
<http://www.nhs.uk/chq/Pages/927.aspx?CategoryID=54&SubCategoryID=133>
- 9.3 Also, overseas students returning home should arrange for continuing ante-natal care in their home country and take with them details of any care they have received in the UK.
- 9.4 Please contact the Student Support Manager for more advice on suspending your studies and returning home.

## 10. MITIGATING CIRCUMSTANCES

- 10.1 If you are unwell during your pregnancy you should let either the Student Support Manager or the Academic Registrar know and provide notes from your doctor as evidence. You may need to complete a Special Circumstances form if the period of illness is going to affect an assessment.

## 11. THE OCCUPATIONAL HEALTH COMMITTEE

- 11.1 In very rare circumstances a student may be referred to the Occupational Health Committee (OHC). This would only occur if, by continuing to study, a student was viewed as 'at risk' to themselves and/or their unborn child. In this instance the OHC would make recommendations of reasonable adjustments to teaching and learning (where possible) or may, in extreme circumstance, insist a student suspend their studies, until after the birth of their child and the student has resumed normal health.

## 12. RETURNING TO THE UCO

### A) ACADEMIC CONSIDERATIONS

- 12.1 You should let your Course Leader know when you are ready to return. Together you and your Course Leader will be able to plan the optimum timetable for your re-integration into your pathway of study, including the examination schedule.

## B) FINANCE

- 12.2 You should inform Student Finance England (if applicable), or your financial sponsor, of your plans to return to study once you know your return date: Telephone 0845 300 5090 or email Student Finance England, using your personal log in details.

## 13. BENEFITS AVAILABLE FOR STUDENTS WITH DEPENDANTS

- 13.1 Students with dependants can claim:

- a) Child Benefit
- b) Housing Benefit - means tested
- c) Income Support (usually only in the summer) – means tested
- d) Dependant's Grant (SFE)- means tested
- e) Parent's Learning Allowance (SFE)- means tested
- f) Child Tax Credits- means tested
- g) Childcare Grant (SFE)- means tested

- 13.2 Full details on these benefits, and calculators which will advise you on how much you may be entitled to, are available at: [www.gov.uk](http://www.gov.uk)

## 14. CHILDCARE

- 14.1 This will need advance planning. It is advisable to begin to make arrangements at the beginning of your pregnancy. The Student Support Manager will be able to advise you on where to look and funding which may be available.

## 15. BREAST FEEDING

- 15.1 You may need to request facilities to express and store breast milk. The Student Support Manager can arrange this for you. The UCO has a number of rooms which may be used for breast feeding purposes.

## 16. FURTHER SOURCES OF ADVICE

### A) INTERNAL

The Student Support Department

0207-089-5335

The UCO Counselling Service

Room 3.12

[c.carswell@uco.ac.uk](mailto:c.carswell@uco.ac.uk)

## B) EXTERNAL

Find a GP: <http://www.nhs.uk/servicedirectories/Pages/ServiceSearch.aspx>

Brook Advisory Service: <http://www.brook.org.uk/>

Marie Stopes Foundation: <http://www.mariestopes.org.uk/>

Childcare website: <http://www.childcarelink.com/>

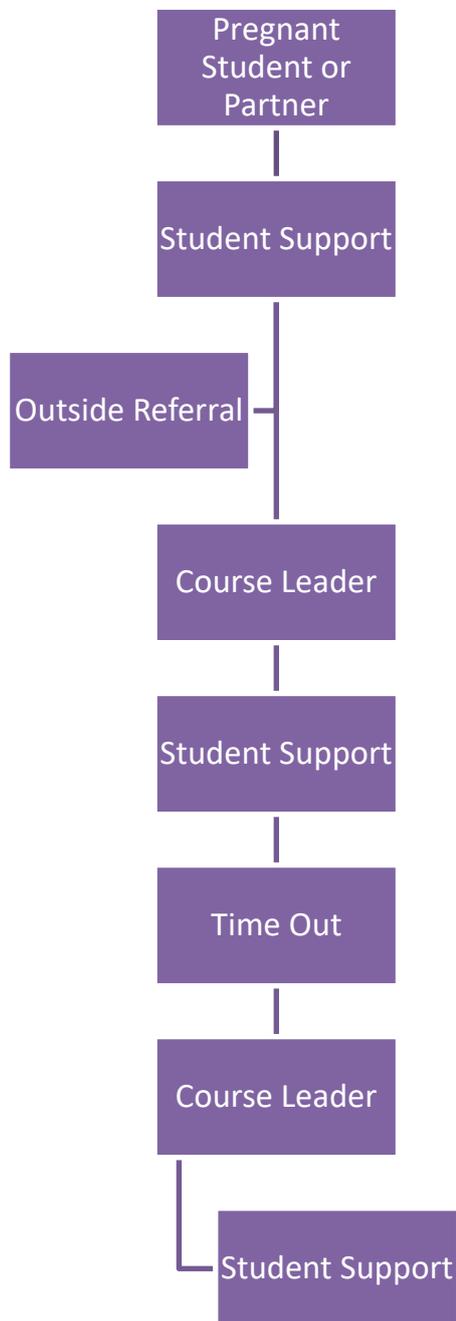
Paternity Advice: <https://www.gov.uk/employers-paternity-pay-leave/entitlement>

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## 17. ACKNOWLEDGEMENT

The UCO acknowledges that this guidance document is based on the policy produced by University College, London and would like to thank The Equality Challenge Unit for use of its resources.

## APPENDIX 1: PREGNANCY, MATERNITY & PATERNITY POLICY FOR STUDENTS FLOW CHART



## APPENDIX 2: PREGNANCY, MATERNITY & PATERNITY POLICY SUPPORT FORM FOR STUDENTS

This form aims to guide discussions with students during pregnancy and maternity. It should be completed and agreed with the student. It is not intended that the form should be completed at a first meeting as initially a student will be unable – and should not be expected – to respond to all the issues raised.

The form should be reviewed at key stages (e.g. 16 weeks pregnant, 24 weeks pregnant, and prior to return to study); or at key points of the academic year (e.g. prior to examinations and attending outreach clinics). If the student's circumstances change, the plan will also need to be reviewed.

Contact details	
<b>1</b>	<b>Student's details</b>
	Name
	Address
	Telephone
	Email address
	Student number
<b>2</b>	<b>Emergency contact's details</b>
	Relationship to student
	Telephone
<b>3</b>	<b>Course details</b>
	Course title
	Pathway
	Course Team Leader
	Year of course
<b>4</b>	<b>Details of the student's first point of contact within the HEI</b>
	Name
	Title
	Location
	Telephone
	Email

**Key dates (to be reviewed and added to over the course of pregnancy and maternity)**

<b>5</b>	What is the student's due date?	
<b>6</b>	How many weeks pregnant was the student when she notified the UCO of pregnancy?	

**Communication with the student**

<b>7</b>	What is the student's preferred method of communication:	
	during pregnancy?	
	during maternity-related absence?	
	on return to study?	

**Informing other staff and students**

<b>8</b>	Who will need to be informed about the student's pregnancy and when would the student like them to be informed?	
	<b>Name and title</b>	<b>Date</b>

**Health and safety assessment (attach copy to this form)**

<b>9</b>	Has an assessment been conducted that covers (where relevant):	
	the student's course?	
	course placements ( outreach clinics)?	
	examinations or other assessments?	
	POS?	
	return from maternity-related absence?	
	breastfeeding?	
	safety of baby if attending seminars and lectures with a parent?	
<b>10</b>	Where changes are required to alleviate or minimise risks, who is responsible for ensuring they are implemented?	

Rest facilities		
11	Has the student been informed about rest facilities on campus for use by pregnant students?	
Pregnancy-related absence		
12	Will the dates or times of antenatal appointments affect the student's study?	
13	Have you discussed any pregnancy-related illness that has affected the student's ability to undertake their course?	
14	If yes to either of the above questions, what arrangements have been made to enable the student to catch up?	
Assessments		
15	Is the student unable to complete any assessments due to her pregnancy or maternity?	
16	If so, provide details:	
17	What alternative arrangements have been made for any outstanding or incomplete assessments?	
Maternity-related absence (students should provide information in writing at least 15 weeks before their due date)		
18	How much maternity-related absence does the student intend to take?	
19	When does the student intend to start maternity-related absence?	
20	When does the student intend to return from maternity-related absence?	
21	Will the dates of maternity-related absence affect the student's ability to complete any course module requirements?	
22	If so, what arrangements have been made to enable the student to complete the module?	
23	What information will the student require during maternity-related absence to keep up to date on course developments?	
24	Who will be responsible for providing the information to the student?	

Financial support		
25	Has the student been informed about sources of financial support or been referred to an external organisation that can do so?	
26	Is the (UK) student aware of how any benefits they receive will affect their student support entitlements, and vice versa?	
27	Specify any follow-up required:	
Baby feeding		
28	Does the student intend to feed their baby on UCO facilities on their return to study?	
29	Does the student intend to breastfeed? If so, see health and safety section above.	
30	Has the student been informed about the facilities available?	
Childcare		
31	Has the student been informed about childcare facilities in the local community?	
32	Is the (UK) student aware that their mode of study will affect their childcare funding entitlements?	
International students/those on placement abroad		
33	Have international students or students on placement abroad been informed about:	
	possible airline restrictions?	
	the need to check visa implications of returning home or extending their stay due to pregnancy and maternity?	
Students on placement		
34	Has the outreach clinic been notified of the student's pregnancy?	
35	Has the outreach clinic conducted a health and safety assessment?	
36	Is the outreach clinic aware of the UCOs policy on supporting students during pregnancy and maternity?	
37	Will the student be able to complete her placement?	
38	If not, what alternative arrangements will be made?	
39	Who is responsible for liaising with the placement provider?	

Extenuating circumstances		
<b>40</b>	Have students been informed about the UCOs extenuating circumstances policy in the event that their pregnancy or maternity affects examinations and assessments?	
Accommodation		
<b>41</b>	Does the student intend to move to alternative accommodation?	
<b>42</b>	Has the student received advice on alternative accommodation and terminating existing accommodation contracts?	
<b>43</b>	At what point does the student want to move to alternative accommodation?	
Return to study		
<b>44</b>	What support will be provided to the student on their return to study? (eg meetings with key staff, put in contact with other student parents, etc)	
Further information		
<b>45</b>	Any other information or comments	
Signatures		
Plan to be reviewed on		
Agreed by staff member		
Name		
Title		
Signature		
Date		
Agreed by student		
Name		
Signature		
Date		

This form was adapted from one published by the Equality Challenge Unit. [www.ecu.ac.uk](http://www.ecu.ac.uk)